

Master CON Final Report Preparation Schedule

DAY	DATE	ACTIVITY (see instructions and legend at end of schedule for more information on colors and codes below)
Mon.	05/29	HOLIDAY
Tues.	05/30	--
Wed.	05/31	ISSUE to TF: <i>Draft Background</i>
Thur.	06/01	PROVIDE to CON STAFF for cross reference check: <i>pre-alpha Draft Purpose & Goals</i>
Fri.	06/02	COMMENTS DUE from TF: <i>Draft Background</i>
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Mon.	06/05	STAFF SEND TF COMMENTS to Subgroup: <i>Draft Background</i>
Tues.	06/06	--
Wed.	06/07	SUBGROUP REVISE: <i>Draft Background</i>
Thur.	06/08	SPECIAL TAC MEETING re: JLARC report & related questions RECEIVE from CON STAFF: cross reference materials related to <i>Draft Purpose & Goals</i>
Fri.	06/09	TF CONFERENCE CALL (opt.): <i>Draft Background</i>
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Mon.	06/12	Staff Compile & send comments from Special TAC meeting to TF SUBGROUP COMPLETE REVISION: <i>Background</i>
Tues.	06/13	--
Wed.	06/14	TF CONFERENCE CALL: JLARC report & other questions STAFF COMPLETE REVISION: <i>Background</i> STAFF SUBMIT: <i>Background</i> to HCA Legislative Relations for Pre-read
Thur.	06/15	ISSUE to TF: <i>Draft Purpose & Goals</i>
Fri.	06/16	--
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Mon.	06/19	COMMENTS DUE from TF: <i>Draft Purpose & Goals</i> RECEIVE HCA LEGISLATIVE RELATIONS QUESTIONS: <i>Background</i>
Tues.	06/20	STAFF SEND TF COMMENTS to Subgroup: <i>Purpose & Goals</i> SEND HCA LEGISLATIVE RELATIONS QUESTIONS to Subgroup: <i>Background</i>
Wed.	06/21	PROVIDE to CON STAFF for cross reference check: <i>pre-alpha Draft General Criteria</i>
Thur.	06/22	SUBGROUP REVISE: <i>Draft Purpose & Goals</i> SUBGROUP REVIEW: <i>Background</i>
Fri.	06/23	STAFF FINALIZE & DISTRIBUTE to TF: <i>Background</i>
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Mon.	06/26	TF CONFERENCE CALL (opt.): <i>Draft Purpose & Goals</i>
Tues.	06/27	SUBGROUP COMPLETE REVISION: <i>Purpose & Goals</i>

Wed.	06/28	TF MEETING re: <i>Administration and Implementation current CON program</i>
Thur.	06/29	RECEIVE from CON STAFF: cross reference materials related to <i>pre-alpha Draft General Criteria</i>
Fri.	06/30	STAFF COMPLETE REVISION: <i>Purpose & Goals</i> STAFF SUBMIT: <i>Purpose & Goals</i> to HCA Legislative Relations for Pre-read
Mon.	07/03	PROVIDE to CON STAFF for cross reference check: <i>pre-alpha Draft Scope of Coverage</i>
Tues.	07/04	HOLIDAY
Wed.	07/05	ISSUE to TF: <i>Draft General Criteria</i>
Thur.	07/06	RECEIVE HCA LEGISLATIVE RELATIONS QUESTIONS: <i>Purpose & Goals</i> SEND HCA LEGISLATIVE RELATIONS QUESTIONS to Subgroup: <i>Purpose & Goals</i>
Fri.	07/07	COMMENTS DUE from TF: <i>General Criteria</i>
Mon.	07/10	STAFF SEND TF COMMENTS to Subgroup: <i>General Criteria</i> SUBGROUP REVIEW: <i>Purpose & Goals</i> RECEIVE from CON STAFF: cross reference materials related to <i>pre-alpha Draft Scope of Coverage</i>
Tues.	07/11	STAFF FINALIZE & DISTRIBUTE to TF: <i>Purpose & Goals</i>
Wed.	07/12	SUBGROUP REVISE: <i>General Criteria</i>
Thur.	07/13	PROVIDE to CON STAFF for cross reference check: <i>pre-alpha Draft Facility/Service Specific Policies</i>
Fri.	07/14	TF CONFERENCE CALL (opt.): <i>General Criteria</i>
Mon.	07/17	SUBGROUP COMPLETE REVISION: <i>General Criteria</i> ISSUE to TF: <i>Draft Scope of Coverage</i>
Tues.	07/18	STAFF COMPLETE REVISION: <i>General Criteria</i> STAFF SUBMIT: <i>General Criteria</i> to HCA Legislative Relations for Pre-read
Wed.	07/19	COMMENTS DUE from TF: <i>Scope of Coverage</i>
Thur.	07/20	RECEIVE from CON STAFF: cross reference materials related to <i>pre-alpha Draft Facility/Service Specific Policies</i>
Fri.	07/21	STAFF SEND TF COMMENTS to Subgroup: <i>Scope of Coverage</i> RECEIVE HCA LEGISLATIVE RELATIONS QUESTIONS: <i>General Criteria</i> SEND HCA LEGISLATIVE RELATIONS QUESTIONS to Subgroup: <i>General Criteria</i> PROVIDE to CON STAFF for cross reference check: <i>pre-alpha Draft Monitoring</i>
Mon.	07/24	--
Tues.	07/25	SUBGROUP REVISE: <i>Scope of Coverage</i> SUBGROUP REVIEW: <i>General Criteria</i>
Wed.	07/26	TF CONFERENCE CALL (opt.): <i>Scope of Coverage</i> STAFF FINALIZE & DISTRIBUTE to TF: <i>General Criteria</i>
Thur.	07/27	ISSUE to TF: <i>Draft Facility/Service Specific Policies</i> SUBGROUP COMPLETE REVISION: <i>Scope of Coverage</i>

Fri.	07/28	STAFF COMPLETE REVISION: <i>Scope of Coverage</i> STAFF SUBMIT: <i>Scope of Coverage</i> to HCA Legislative Relations for Pre-read RECEIVE from CON STAFF: cross reference materials related to <i>pre-alpha Draft Monitoring</i>
Mon.	07/31	COMMENTS DUE from TF: <i>Draft Facility/Service Specific Policies</i>
Tue.	08/01	STAFF SEND TF COMMENTS to Subgroup: <i>Draft Facility/Service Specific Policies</i>
Wed.	08/02	RECEIVE HCA LEGISLATIVE RELATIONS QUESTIONS: <i>Scope of Coverage</i> SEND HCA LEGISLATIVE RELATIONS QU. to Subgroup: <i>Scope of Coverage</i>
Thur.	08/03	SUBGROUP REVISE: <i>Draft Facility/Service Specific Policies</i>
Fri.	08/04	PROVIDE to CON STAFF for cross reference check: <i>pre-alpha Draft Administration & Implementation of CON Program</i> ISSUE to TF: <i>Draft Monitoring</i> SUBGROUP REVIEW: <i>Scope of Coverage</i>
Mon.	08/07	TF CONFERENCE CALL (opt.): <i>Draft Facility/Service Specific Policies</i> STAFF FINALIZE & DISTRIBUTE to TF: <i>Scope of Coverage</i>
Tues.	08/08	COMMENTS DUE from TF: <i>Draft Monitoring</i>
Wed.	08/09	SUBGROUP COMPLETE REVISION: <i>Facility/Service Specific Policies</i> STAFF SEND TF COMMENTS to Subgroup: <i>Draft Monitoring</i> STAFF COMPLETE REVISION: <i>Facility/Service Specific Policies</i>
Thur.	08/10	STAFF SUBMIT: <i>Facility/Service Specific Policies</i> to HCA Legislative Relations for Pre-read
Fri.	08/11	RECEIVE from CON STAFF: cross reference materials related to <i>pre-alpha Draft Admin. & Implement. of CON Program</i> SUBGROUP REVISE: <i>Draft Monitoring</i>
Mon.	08/14	--
Tues.	08/15	TF CONFERENCE CALL (opt.): <i>Draft Monitoring</i> PROVIDE to CON STAFF for cross reference check: <i>pre-alpha Draft Other</i>
Wed.	08/16	SUBGROUP COMPLETE REVISION: <i>Monitoring</i> RECEIVE HCA LEGISLATIVE RELATIONS QU.: <i>Facility/Service Specific Policies</i> SEND HCA LEG. RELATIONS QU. to Subgroup: <i>Facility/Service Specific Policies</i>
Thur.	08/17	ISSUE to TF: <i>Draft Administration & Implementation of CON Program</i> STAFF COMPLETE REVISION: <i>Monitoring</i> STAFF SUBMIT: <i>Monitoring</i> to HCA Legislative Relations for Pre-read
Fri.	08/18	SUBGROUP REVIEW: <i>Facility/Service Specific Policies</i>
Mon.	08/21	COMMENTS DUE from TF: <i>Draft Administration & Implementation of CON Program</i> STAFF FINALIZE & DISTRIBUTE: <i>Facility/Service Specific Policies</i>

Tues.	08/22		STAFF SEND TF COMMENTS to Subgroup: <i>Draft Administration & Implementation of CON Program</i> RECEIVE HCA LEGISLATIVE RELATIONS QUESTIONS: <i>Monitoring</i> SEND HCA LEGISLATIVE RELATIONS QUESTIONS to Subgroup: <i>Monitoring</i> RECEIVE from CON STAFF: cross reference materials related to <i>pre-alpha Draft Other</i>
Wed.	08/23	--	
Thur.	08/24		SUBGROUP REVISE: <i>Draft Administration & Implementation of CON Program</i> SUBGROUP REVIEW: <i>Monitoring</i>
Fri.	08/25		STAFF FINALIZE & DISTRIBUTE to TF: <i>Monitoring</i>
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Mon.	08/28		TF CONFERENCE CALL (opt.): <i>Draft Administration & Implementation of CON Program</i>
Tues.	08/29		ISSUE to TF: <i>Draft Other</i> SUBGROUP COMPLETE REVISION: <i>Administration & Implementation of CON Program</i>
Wed.	08/30		STAFF COMPLETE REVISION: <i>Administration & Implementation of CON Program</i> STAFF SUBMIT: <i>Admin. & Implement. of CON Program</i> to HCA Legislative Relations for Pre-read
Thur.	08/31		COMMENTS DUE from TF: <i>Draft Other</i>
Fri.	09/01		STAFF SUBMIT TF COMMENTS to Subgroup: <i>Draft Other</i>
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Mon.	09/04		HOLIDAY
Tues.	09/05		RECEIVE HCA LEG. RELATIONS QUESTIONS: <i>Admin. & Implement. of CON Program</i>
Wed.	09/06		SUBGROUP REVISE: <i>Draft Other</i> SEND HCA LEG. RELATIONS QU. to Subgroup: <i>Admin. & Implement. of CON Program</i>
Thur.	09/07	--	
Fri.	09/08		TF CONFERENCE CALL (opt.): <i>Draft Other</i> SUBGROUP REVIEW: <i>Administration & Implementation of CON Program</i>
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Mon.	09/11		SUBGROUP COMPLETE REVISION: <i>Other</i> STAFF FINALIZE & DISTRIBUTE to TF: <i>Admin. & Implement. of CON Program</i>
Tues.	09/12		ISSUE to TF: <i>Draft Executive Summary</i> STAFF COMPLETE REVISION: <i>Other</i> STAFF SUBMIT: <i>Other</i> to HCA Legislative Relations for Pre-read
Wed.	09/13	--	
Thur.	09/14		COMMENTS DUE from TF: <i>Draft Executive Summary</i>
Fri.	09/15		STAFF SUBMIT TF COMMENTS to Subgroup: <i>Draft Executive Summary</i> RECEIVE HCA LEGISLATIVE RELATIONS QUESTIONS: <i>Other</i> SEND HCA LEGISLATIVE RELATIONS QUESTIONS to Subgroup: <i>Other</i>

Mon.	09/18	--	
Tues.	09/19		SUBGROUP REVISE: <i>Draft Executive Summary</i>
			SUBGROUP REVIEW: <i>Other</i>
Wed.	09/20		STAFF FINALIZE & DISTRIBUTE to TF: <i>Other</i>
Thur.	09/21		TF CONFERENCE CALL (opt.): <i>Draft Executive Summary</i>
Fri.	09/22		SUBGROUP COMPLETE REVISION: <i>Executive Summary</i>
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Mon.	09/25		STAFF COMPLETE REVISION: <i>Executive Summary</i>
Tues.	09/26		STAFF SUBMIT: <i>Executive Summary</i> to HCA Legislative Relations for Pre-read
Wed.	09/27	--	
Thur.	09/28		RECEIVE HCA LEGISLATIVE RELATIONS QUESTIONS: <i>Executive Summary</i>
			SEND HCA LEG. RELATIONS QUESTIONS to Subgroup: <i>Executive Summary</i>
Fri.	09/29	--	
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Mon.	10/02		SUBGROUP REVIEW: <i>Executive Summary</i>
			STAFF FINALIZE & DISTRIBUTE to TF: <i>Executive Summary</i>
			STAFF PREPARE: <i>FINAL REPORT</i> , including <i>Executive Summary</i>
Tues.	10/03		MEMBER ATTACHMENTS DUE
			STAFF INCORPORATE: <i>MEMBER ATTACHMENTS</i>
			STAFF SUBMIT: <i>FINAL REPORT</i> , with <i>MEMBER ATTACHMENTS</i> , to HCA Leg. Rel. for Pre-read
Wed.	10/04	--	
Thur.	10/05		RECEIVE HCA LEGISLATIVE RELATIONS QUESTIONS: <i>FINAL REPORT</i>
			SEND HCA LEGISLATIVE RELATIONS QUESTIONS to Subgroup: <i>FINAL REPORT</i>
Fri.	10/06	--	
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Mon.	10/09		SUBGROUP REVIEW: <i>FINAL REPORT</i>
			STAFF REVISE: <i>FINAL REPORT</i>
Tues.	10/10		STAFF FINALIZE & DISTRIBUTE to TF: <i>Final Report</i>
Wed.	10/11		TF MEETING: REVIEW/APPROVE: <i>DRAFT FINAL REPORT</i>
Thur.	10/12	--	SUBGROUP COMPLETE REVISION: <i>FINAL REPORT</i> , as needed
Fri.	10/13	--	STAFF COMPLETE REVISION: <i>FINAL REPORT</i> , as needed
			STAFF SUBMIT: <i>FINAL REPORT</i> , if needed due to revision, to HCA Leg. Rel. for Final Pre-read
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Mon.	10/16	--	
Tues.	10/17		RECEIVE HCA LEG. RELATIONS QUESTIONS: <i>FINAL REPORT</i> , if revision submitted
			SEND HCA LEG. RELATIONS QU. to Subgroup: <i>FINAL REPORT</i> , if revision submitted

Wed. 10/18

SUBGROUP REVIEW: *FINAL REPORT*, if revision submitted

STAFF PREPARE: *FINAL REPORT*, if revision submitted

STAFF ISSUE to TF CHAIR and HCA ADMINISTRATOR: *FINAL REPORT* and Submittal Letter Template

Thur. 10/19 --

Fri. 10/20 --

Mon. 10/23 --

Tues. 10/24 --

Wed. 10/25 **TF CHAIR & HCA ADMINISTRATOR REVISE:** *FINAL REPORT*

STAFF PREPARE: Submittal Letter with Chair's Signature

Thur. 10/26 **STAFF REVISE:** *FINAL REPORT* based on final review with TF Chair and HCA Administrator

Fri. 10/27 **STAFF FINALIZE & DISTRIBUTE to TF:** *FINAL REPORT*

Mon. 10/30 **STAFF SEND:** *FINAL REPORT* to printing office

Tues. 10/31 --

Wed. 11/01 **STAFF SUBMIT:** *FINAL REPORT* to Legislature

Schedule Instructions and Legend

This is a final report preparation schedule based upon phased/section development. Each section contains the following elements, until the very end where it gets adjusted slightly based upon the final TF meeting:

Event Sequence:

- . Issue alpha draft to members (will build the appendix or list of support documents as we go)
- . Receive comments from TF members
- . Submit TF comments to Subgroup (formed to deal with revision/rewrite)
- . Hold Subgroup meeting to revise draft based upon comments
- . If Subgroup is unable to decide what to do with comments/section, conference with TF via telephone
- . Subgroup complete revision following conference call - if held
- . Staff clean up section
- . Submit section to HCA Legislative Relations for pre-read on understandability, etc
- . Receive questions/comments from HCA Legislative Relations after pre-read
- . Submit HCA Legislative Relations' questions/comments to Subgroup
- . Subgroup address HCA Legislative Relation's questions/comments and revise section as indicated
- . Staff finalize section and distribute draft back to TF membership (becomes a progressive or developing document)

Items in *italics* are the topics to be completed.

Color Codes:

- . **Blue** signifies the beginning of each topical section
- . **Red** signifies the end of each topical section
- . **Green** signifies full Task Force membership activity (also includes holidays)
- . **Black** signifies all other activities necessary to complete the report, including Subgroup activity.